

Pointon & Sempringham Parish Council Records Retention Policy

Pointon & Sempringham Parish Council recognises that efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the council. This document provides the policy framework through which this effective management can be achieved and audited.

SCOPE

This policy applies to all records created, received, or maintained by Pointon & Sempringham Parish Council in the course of carrying out its functions. Records are defined by all those documents which facilitate the business carried out by Pointon & Sempringham Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy or electronically. A small percentage of Pointon & Sempringham Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

RESPONSIBILITIES

Pointon & Sempringham Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Parish Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately, and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Pointon & Sempringham Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy should be read in conjunction with the Parish Council's

- Freedom of Information policy
- General data protection regulation policies

RENTION SCHEDULE

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Pointon & Sempringham Parish Council have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

Document	Minimum retention period	Reason / Act
Minute books	Indefinite	Archive / historical record
Asset register	Indefinite	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit / savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash books	6 years	VAT, Limitation Act 1980 9 as amended)
Insurance policies	While valid	Management
Insurance claim	6 years	Management
Certificate for Insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 section 4. Management
Investments	Indefinite	Audit, Management
Title deeds, leases,	Indefinite	Limitation Act 1980
Agreement, Contracts	6 years	Limitation Act 1980
Local Plans and similar documents	Until they are no longer in force	Management
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors applications for co-option declarations of acceptance of office members register of interests	Term of office + 1 year	Management

Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed successful)	6 years after ceasing employment	Management
Disciplinary Files	6 years after ceasing employment	Management
Staff Appraisals	6 years after ceasing employment	Management
Accident Books	3 years from date of last entry	Statutory
Risk Assessment	3 years	Management

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